

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 8

March 31, 2004

**SUBJECT: HOME-GARAGING EMERGENCY RESPONSE VEHICLES OUTSIDE THE COUNTY OF LOS ANGELES - LIEUTENANTS AND BELOW**

**PURPOSE:** The City and the Los Angeles Police Protective League have reached an agreement which allows lieutenants and below to park their emergency response vehicles, including motorcycles, outside the County of Los Angeles, within 60 miles of the City of Los Angeles. The agreement, which is defined in the current Memorandum of Understanding (MOU), July 1, 2003 - June 30, 2006, also establishes a monthly fee schedule to be assessed to driver officers of emergency response vehicles being parked outside the County.

This Order establishes procedures for reporting emergency response vehicles being parked outside the County and for collecting the associated fees. This Order also designates the Commanding Officer, Planning and Research Division (PRD), as the Department's Home-Garaging Coordinator.

**PROCEDURE:**

**I. HOME-GARAGING OUTSIDE THE COUNTY.** In addition to the home-garaging authorization procedures outlined in Department Manual Sections 3/260 and 3/260.02, officers of the rank of lieutenant and below, authorized to home-garage an emergency response vehicle, including motorcycles, shall home-garage their assigned vehicle within the County of Los Angeles or within 60 miles of the Los Angeles City limits when outside the County. Officers home-garaging an emergency response vehicle outside the County should refer to their current MOU to determine if they are required to pay an associated parking fee.

**Note:** The monthly parking fee negotiated in the current MOU (No. 24) is \$40.00 for cars and \$25.00 for motorcycles.

When a parking fee is to be assessed, the specified amount will be collected through automatic payroll dues deduction.

**II. OFFICER'S RESPONSIBILITY.** Officers currently authorized to home-garage an emergency response vehicle shall complete a new Home-Garaging Employee Authorization, Form 11.35.1, if the vehicle is or will be home-garaged outside the County, and complete a Payroll Deduction Card, City Form 66CS17, if a parking fee is applicable.

**Note:** The parking fee assessment applies only to officers who are regularly assigned emergency response vehicles. The fee assessment will not apply to temporary home-garaging.

When officers will no longer home-garage their emergency response vehicle outside the County of Los Angeles, they shall complete a new Home-Garaging Employee Authorization, Form 11.35.1, with a Cancellation of Employee Parking Payroll Deduction Card, City Form 66CS16, and submit them to their commanding officer. A Cancellation of Employee Parking Payroll Deduction Card shall also be completed when an employee is no longer authorized to home-garage a vehicle.

**III. COMMANDING OFFICER'S RESPONSIBILITY.** The commanding officer of each employee who is authorized to home-garage an emergency response vehicle shall:

- \* Review all current and new Home-Garaging Employee Authorization(s), Form 11.35.1, in his/her command and determine which officers will home-garage vehicles outside the County;
- \* Provide a Payroll Deduction Card, City Form 66CS17, to officers if a parking fee is to be assessed;
- \* Collect the completed Payroll Deduction Cards, City Form 66CS17, and forward them to the Department's Home-Garaging Coordinator, PRD, in conjunction with the completed Home-Garaging Employee Authorization, Form 11.35.1;
- \* Maintain a list of all officers who will be home-garaging emergency response vehicles outside the County;
- \* Forward all the received Cancellation of Employee Parking Payroll Deduction Card(s), City Form 66CS16, to the Department Home-Garaging Coordinator; and,
- \* Maintain a copy of all current completed Home-Garaging Employee Authorization(s), Form 11.35.1.

**IV. DEPARTMENT HOME-GARAGING COORDINATOR'S RESPONSIBILITY.**

The Commanding Officer, PRD, is designated as the Department's Home-Garaging Coordinator. The Department's Home-Garaging Coordinator shall:

- \* Collect all Home-Garaging Employee Authorization(s), Form 11.35.1, and Payroll Deduction Cards, City Form 66CS17, from commanding officers;
- \* Forward all obtained Payroll Deduction Cards, City Form 66CS17, and Cancellation of Employee Parking Deduction Cards, City Form 66CS16, to City Employee Benefits Division, Commute Options and Parking Section;
- \* Maintain a file of Home-Garaging Employee Authorizations, Form 11.35.1, for the emergency response vehicles that are home-garaged outside the County of Los Angeles, within 60 miles from the City limits; and,
- \* Provide a list of all officers who will be home-garaging emergency response vehicles outside the County of Los Angeles, within 60 miles from the City limits, to the City Employee Benefits Division, Commute Options and Parking Section, on a quarterly basis per fiscal year.

**AMENDMENTS:** This Order amends Sections 3/260, 3/260.02 and 3/260.04, and adds Section 3/260.01 to the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Advanced Planning Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**WILLIAM J. BRATTON**  
Chief of Police

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